Instructions for filling in the
DAS, APPRENTICE PREVAILING WAGE RATE WORK SHEET

In Cell #

1. J3 Enter the Issue Date. This is the date which copies of the determination of the Director were deposited in the mail, or posted to the internet.

2. J4 Enter the Expiration Date. The expiration date indicates when the determination of the Director of the Department of Industrial Relations is subject to change. This info will come from the CBA/MOU.

    When there is a Predetermined Wage Increase covering multi-period (year/months) wage increase, (i.e. more than one period, with more than one wage increase), this date will change with each wage rate change.

3. L4 Enter single asterisk or a double asterisk. This defines how the wage determination is applied.

    A prevailing wage determination with a single asterisk (*) after the Expiration Date, which are in effect on the date of advertisement for bids, remain in effect for the life of the project. Interested parties should contact the DLSR at (415) 703-4774 for the new rates after 10 days from the Expiration Date (if no subsequent determination is required) or visit our website.
    or
    A prevailing wage determination with a double asterisk(**) after the Expiration Date indicates that the basic hourly wage rate, overtime, holiday pay rates and employers payments for work performed after this date have been predetermined. If work is to extend past this date the new rates must be paid and should be incorporated in contracts entered into now.
    and
    The failure to make and entry, or entering a single asterisk (*), or entering a double asterisk (**) in cell L4, will automatically generate the appropriate text message line at the bottom of the box containing the APPRENTICE WAGE INFORMATION PREPARED BY DAS.

4. D6 Enter Determination number(s). This defines the number(s) of the directors wage determination to which the General Prevailing Wage Apprentice Rates are appended. *(If there are many determination numbers, this entry will automatically wrap text.)*

5. D8 Enter Craft/Classification. This defines the Craft/Occupation to which the General Prevailing Wage Apprentice Rates apply.

6. D9 Enter Counties(ies). This defines the County or Counties to which the General Prevailing Wage Apprentice Rates apply. *(If there are many counties, this entry will automatically wrap text.)*

7. C15 Enter Basic Hourly Rate. This defines the Basic Hourly Rate dollar amount, to be paid to a Journeyman.

8. D15 Enter Health & Welfare Rate. This defines the Health & Welfare dollar amount, to be paid to a Journeyman.

9. E15 Enter Pension Rate. This defines the Pension dollar amount, to be paid to a Journeyman.

10. **F15** Enter <u>Vacation & Holiday</u> Rate. This defines the <u>Vacation & Holiday</u> dollar amount, to be paid to a Journeyman.

11. **G15** Enter <u>Training</u> Rate. This defines the <u>Training</u> dollar amount, to be paid to a Journeyman.

12. **H15** Enter <u>Other</u> Rate. This defines the <u>Other</u> dollar amount, to be paid to a Journeyman.

APPRENTICE INFORMATION

13. **B23** through **B32**, Enter <u>Period of Training</u> This entry will define the <u>Period of Training</u>. This information will change depending on the CBA/MOU (Apprenticeship Standards) , from which the DLSR journeyman prevailing wage was determined. Use the periods defined in the appropriate Apprenticeship Standards.

14. **C23** through **C32**, Enter <u>Duration of Training</u> This entry will define the <u>Duration of Training</u> (hours/months) of training, in each <u>Period of Training</u>. This information will change depending on the CBA/MOU (Apprenticeship Standards) , from which the DLSR journeyman prevailing wage was determined. Use the periods defined in the appropriate Apprenticeship Standards.

15. **D23** through **D32**, Enter <u>% of J'man Wage</u> This entry will define the <u>Percentage of J'man Wage</u> that an apprentice is to receive for a specific <u>Period of Training</u>. This information will change depending on the CBA/MOU (Apprenticeship Standards), from which the DLSR journeyman prevailing wage was determined.

16. **E23** through **E32**, Basic Hourly Rate This entry will define the <u>Basic Hourly Rate</u> that an apprentice is to receive for a specific <u>Period of Training</u>. This information will change depending on the CBA/MOU (Apprenticeship Standards), from which the DLSR journeyman prevailing wage was determined. *(The value in these cells is calculated automatically. If a discrepancy is observed, override the automatic calculation by entering the correct dollar amount in the appropriate cell. This discrepancy will be found when the CBA/MOU includes additional items into the Apprentice <u>Basic Hourly Rate.</u> See footnoted items.)*

17. **F23** through **F32**, Enter <u>Health & Welfare</u> This entry will define the dollar amount for <u>Health & Welfare</u> that an employer is required to pay for a specific <u>Period of Training</u>. If no <u>Health & Welfare</u> employer payment is required for an apprentice in this <u>Period of Training</u>, enter a lowercase "o" in this cell. This will indicate that the omission was intentional. This information will change depending on the CBA/MOU (Apprenticeship Standards), from which the DLSR journeyman prevailing wage was determined.

18. **G23** through **G32**, Enter <u>Pension</u> This entry will define the dollar amount for <u>Pension</u> that an employer is required to pay for a specific <u>Period of Training</u>. If no <u>Pension</u> employer payment is required for an apprentice in this <u>Period of Training</u>, enter a lowercase "o" in this cell. This will indicate that the omission was intentional. This information will change depending on the CBA/MOU (Apprenticeship Standards), from which the DLSR journeyman prevailing wage was determined.

19. **H23** through **H32**, Enter <u>Vacation & Holiday</u> This entry will define the dollar amount for <u>Vacation & Holiday</u> that an employer is required to pay for a specific <u>Period of Training</u>. If no <u>Vacation & Holiday</u> employer payment is required for an apprentice in this <u>Period of Training</u>, enter a lowercase "o" in this cell. This will indicate that the omission was intentional. This information will change depending on the CBA/MOU (Apprenticeship Standards), from which the DLSR

journeyman prevailing wage was determined.

20. I23 through I32, Enter Training This entry will define the dollar amount for Training funds that an employer is required to pay for a specific Period of Training. If no Training employer payment is required for an apprentice in this Period of Training, enter a lowercase "o" in this cell. This will indicate that the omission was intentional. This information will change depending on the CBA/MOU (Apprenticeship Standards), from which the DLSR journeyman prevailing wage was determined.

21. J23 through J32, Enter Other This entry will define the dollar amount for Other. That an employer is required to pay for a specific Period of Training. If no Other employer payment is required for an apprentice in this Period of Training, enter a lowercase "o" in this cell. This will indicate that the omission was intentional. Required payments lumped together under the Other category, must be footnoted and defined individually in a common footnote. This information will change depending on the CBA/MOU (Apprenticeship Standards), from which the DLSR journeyman prevailing wage was determined.

22. K23 through K32, Total Hourly Rate This entry will define the Total Hourly Rate that an apprentice is to receive for a specific Period of Training. This information will change depending on the CBA/MOU (Apprenticeship Standards), from which the DLSR journeyman prevailing wage was determined. *(The value in these cells is calculated automatically. If a discrepancy is observed, override the automatic calculation by entering the correct dollar amount in the appropriate cell.*

23. C36 through C41, Enter Footnote This entry will define what the Footnote references.

24. B47 Enter any notes or predetermined increases

25. C51 Enter District Office (DO) number. This identifies the District Office (DO) that submitter the DAS, APPRENTICE PREVAILING WAGE RATE WORK SHEET.

26. C52 Enter Preparer number. This identifies the Consultant who inputted the DAS, APPRENTICE PREVAILING WAGE RATE WORK SHEET (DAS Form ??) data into a computer data base temporary file.

27. C53 Enter Checker number. This identifies the Senior Consultant who checked the accuracy and completeness of the DAS, APPRENTICE PREVAILING WAGE RATE WORK SHEET (DAS Form ??) data that the Consultant inputted into the computer data base temporary file. and forwarded data to DAS HQ.

28. C54 Enter yes or no.
Does the apprentice wage conside with the Journeyman rate as published with DLSR.

29. C55 Enter yes or no.
yes indicates that this wage revision **WAS** derived from a Master Collective Bargaining Agreement (MCBA), that the wage revision impacts multiple DAS Apprenticeship Standards file numbers.
Or **no** indicates that this wage revision **WAS NOT** derived from a Master Collective Bargaining Agreement (MCBA).

30. E52 Enter DAS File number. This identifies the DAS File numbers that are affected by these wage revision. *(If there are many DAS File #s, this entry will automatically wrap text.)*